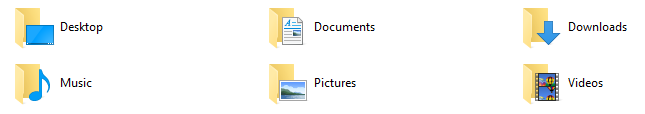
To Create Shortcut Folders on a PC (Windows 10)

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| --- | --- |
| 1. Click  then click on **File Explorer >**in the top right. |  |
| 1. Find the **Documents** folder. | Use either link to “Documents”. |
| 1. Right-click on the **Documents** folder. Select **Send to** and then click **Desktop(Create shortcut)**.   The shortcut will appear on the Desktop. |  |
| 1. Drag and drop any files/folders that are on your desktop to the **Documents - Shortcut** to clean up your desktop. They will appear in your **Documents** folder.     Notice all “Shortcut” folders have an arrow  in the bottom left-hand corner so that you are aware they are **NOT** the real folder.  \*\* When you are backing up your computer, make sure to back-up your original folders and not your “Shortcut” folders. |  |



The process can be repeated for all other main media folders.

